

IDEM

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT



State of Indiana Hazardous Waste Manifest Guidance Manual

FOREWORD

Indiana has developed a Manifest Tracking System which provides computer assisted processing of manifests received from companies that are engaged in the generation, treatment, storage, or disposal of hazardous waste. A major portion of this system is the "cradle-to-grave" tracking of hazardous wastes (i.e., from the place of generation to the place of ultimate disposal.)

We have prepared this guidance manual to provide generators, transporters, and treatment, storage, and disposal facilities with guidance to facilitate compliance with the applicable State and Federal Regulations. This manual is intended solely as a guidance document and is not a substitute for the actual regulations. All applicable State and Federal Regulations should be obtained by any person who generates, transports, treats, stores, or disposes of hazardous waste.

The guidance manual has been prepared for insertion into a three-ring binder for ease of use. Any suggestions for improvements in format or content that you feel would improve this manual can be sent to:

Indiana Department of Environmental Management
Office of Land Quality
Facilities Data Analysis Section
P.O. Box 6015
Indianapolis, Indiana 46206-6015

Thank you for doing your part in preserving a safe and healthy environment for the people of Indiana.

Bruce Palin
Acting Assistant Commissioner
Solid and Hazardous Waste Management

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CHAPTER I - INTRODUCTION

Introduction

The Indiana Department of Environmental Management (IDEM), Office of Solid and Hazardous Waste Management monitors the generation, transportation, treatment, storage, and disposal of hazardous wastes throughout the State. A major portion of this effort is the "cradle-to-grave" tracking of hazardous waste using the Indiana Uniform Hazardous Waste Manifest.

The manifest is a multi-copy form that requires certain information to be provided by the generator, transporter, and treatment, storage, or disposal (TSD) facility to ensure that the wastes get from the point of generation to the point of final destination. The United States Environmental Protection Agency (U.S. EPA) and the United States Department of Transportation (U.S. DOT) require the use of a Uniform Hazardous Waste Manifest for all regulated shipments of hazardous waste. The Indiana Uniform Hazardous Waste Manifest complies with federal regulations and is similar to all other United States' manifests. It also substitutes as a U.S. DOT Bill of Lading.

This guidance manual is to help users of the manifest system correctly complete the Indiana Uniform Hazardous Waste Manifest and also assist generators, transporters, and treatment, storage, or disposal facilities to understand their responsibilities under the State hazardous waste management program.

We realize that not every circumstance will easily fit the manifest. For this reason, the guidance manual contains a specific section entitled "Special Conditions and Problems". If specific problems are not covered in this guidance manual, contact:

Indiana Department of Environmental Management
Office of Land Quality
Facilities Data Analysis Section
P.O. Box 6015
Indianapolis, Indiana 46206-6015

The appendix of this manual provides useful information for anyone using the manifest, including an overview of regulations, samples of applications/reports, the location of state offices, and telephone numbers for spills and emergencies.

Regardless of whether or not you are notified of current hazardous waste regulations or changes, it is up to you to comply. The information contained in this guidance manual is accurate as of the time of printing. However, please note that the U.S. EPA and U.S. DOT occasionally change regulations which can affect the manifest procedures presented in this manual.

Manifest Regulations

Laws which establish a comprehensive hazardous waste management program in the State of Indiana have been adopted in the Environmental Management Act (IC 13-22 (formerly IC 13-7)) in an effort to set forth standards for the proper handling, transportation, treatment, storage, and ultimate disposal of hazardous waste.

The Indiana Environmental Management Act specifically requires a manifest system to track hazardous wastes from the point of generation to the point of final disposition. A manifest is needed to transport hazardous waste from the site of generation ("off-site").

Indiana Hazardous Waste Management Regulations (329 IAC 3.1) contain definitions of the vocabulary used in this guidance manual. Please keep a copy of the regulations close at hand. To purchase copies of the regulation, write:

Legislative Services Agency
Room 302 Indiana State House
Indianapolis, Indiana 46204
317/232-9557

Manifest System

The Indiana Department of Environmental Management, Office of Solid and Hazardous Waste Management, Waste Data Analysis and Planning Section (IDEM) is responsible for the Manifest Tracking System. IDEM's computer is utilized to maintain the system. Each day manifests are entered into the computer database. The computer programs provide both tracking and data management. The tracking system for hazardous waste was set up to:

- (1) Determine that hazardous waste is directed to proper TSD facilities;
- (2) Collect data on the amount of hazardous waste generated and transported, the amount entering and leaving Indiana, and the amount stored, treated, or disposed of in the State of Indiana;
- (3) Determine what wastes do not arrive at their destinations, and find who generated and transported them; and
- (4) Pinpoint those people who continually do not comply with hazardous waste management regulations.

Some examples of the information that we can compile through the use of the manifest are:

- (1) Quantity of hazardous waste generated in Indiana;
- (2) Quantity of hazardous waste brought in from other states;

- (3) Quantity of hazardous waste shipped out-of-state; and
- (4) Quantity of hazardous waste that does not reach its intended destination and why it did not.

The information from the manifest will directly assist compliance and enforcement functions of IDEM, and is provided to state environmental planning agencies, local governments, and private industry. This information will also aid in planning for additional types and locations of treatment, storage, and disposal facilities.

The Manifest

The manifest is required to track hazardous waste from the generator to the TSD facility to assure that the waste is not tampered with, dumped, or otherwise illegally disposed of along the way. A manifest must accompany every regulated shipment of hazardous waste originating or terminating in Indiana unless use of the manifest is specifically exempted by 329 IAC 3.1.

The manifest requires information about the quantities and characteristics of hazardous waste generated and disposed of in Indiana. It is important that it is filled out completely and accurately. Deliberate falsification of information on a manifest is a criminal violation of State and Federal Regulations. Enforcement measures may be taken against those improperly using manifests. The purpose of this guidance manual is to help users fill in the information completely and accurately.

CHAPTER II - COMPLETING THE MANIFEST

General Instructions

The State of Indiana requires the use of an Indiana Uniform Hazardous Waste Manifest for the transportation of hazardous waste by small or large quantity generators to:

- ! any TSD facility in Indiana; or
- ! any TSD facility in a state which does not require its own state manifest (or requires a state manifest incompatible with the Indiana manifest).

When your firm is required to use a manifest, accuracy is crucial.

The Indiana Uniform Hazardous Waste Manifest is only to be used to track Resource Conservation and Recovery Act (RCRA) hazardous waste transportation and for no other purpose. It should not be used for tracking shipments of Indiana special wastestreams, wastestreams regulated by the Toxic Substances Control Act, or any other wastestreams not regulated by 329 IAC 3.1. If, however, a shipment consists of both hazardous and nonhazardous wastestreams, the generator may identify the nonhazardous waste on the manifest providing that all hazardous waste is identified before nonhazardous waste.

Indiana Uniform Hazardous Waste Manifests are available at \$8.00 per manifest and can be obtained by mailing check or money order and order forms to:

Indiana Department of Environmental Management
Attn: Cashier
P.O. Box 7060
Indianapolis, IN 46206-7060

A manifest order form has been provided at the end of this manual. Call 317/232-7959 to obtain additional manifest order forms.

Each manifest is made up of eight copies. The manifest is designed for use on a 12-pitch (elite) typewriter, but a ball point pen may be used. (Do not use felt tips, they do not mark through carbons.) All information and signatures must be legible on all copies.

Exemptions

Conditionally exempt small quantity generators of hazardous waste may be exempted from manifest requirements. These exemptions apply to those who:

- (1) generate less than 1 kilogram (2.2 pounds) of acutely hazardous waste in any calendar month and never accumulate more than 1 kilogram on-site at any time. Acute hazardous wastes are on the "P" list in the U.S. EPA regulation 40 CFR part 261 or State of Indiana regulation 329 IAC 3.1.
- (2) generate less than 100 kilograms (220 pounds or about 25 gallons) in any calendar month for all other hazardous wastes and never accumulate more than 1,000 kilograms (2,200 pounds) on-site at any one time.

Conditionally exempt small quantity generators are exempt from all manifesting requirements. The primary requirement for conditionally exempt small quantity generators in this category is to ensure that the waste is disposed of in an approved solid waste facility. See page 29 of this manual for additional information.

Conditionally exempt small quantity generators of hazardous waste should refer to the regulation 329 IAC 3.1-6-1 to verify that they are excluded from manifest requirements.

Notification (Notification means to obtain a U.S. EPA ID number.)

All generators, transporters, and treatment, storage, or disposal (TSD) facilities who are required by regulation to use the manifest must notify IDEM of their hazardous waste activity and receive a U.S. EPA ID number. This notification can be done by obtaining a Notification Package and following the included instructions. This package is available at no cost from:

Indiana Department of Environmental Management
Office of Land Quality
Facilities Data Analysis Section
100 North Senate Avenue
P.O. Box 6015
Indianapolis, IN 46206-6015
317/232-7956

This package will include the required forms, detailed instructions on how to complete the forms, and where to send them.

INSTRUCTIONS FOR COMPLETION OF THE INDIANA UNIFORM HAZARDOUS WASTE MANIFEST

The manifest is divided into three sections: generator, transporter, and TSD facility. Please read the instructions on the back of the manifest. Follow these additional instructions along with a copy of a manifest. The manifest should be completed as follows:

Generator Section

Generators who transport, or offer for transportation, RCRA hazardous waste for off-site treatment, storage, or disposal are required to use a manifest and properly complete the manifest. See Page 4 of this manual for "Exemptions".

Item 1. "Generator's U.S. EPA ID Number" and "Manifest Document No."

The U.S. EPA ID number is a 12 digit number assigned to the generator by the U.S. EPA for identification (see page 5, "Notification"). The number is site specific and valid for only one location. Immediately following the U.S. EPA ID number, the generator must assign a unique 5-digit manifest document number to the manifest under "Manifest Document No.". As a suggestion, include each year in the unique 5-digit manifest document number.

Item 2. "Page 1 of "

Enter the total number of pages used to complete the manifest, i.e., the first page plus the number of continuation sheets, if any. For information on continuation sheets, see page 15 of this manual.

Item 3. "Generator's Name and Mailing Address"

The generator's name is the name of the company or organization shipping the waste as notified on the notification package. It is the name of the company that was issued the U.S. EPA ID number and will accept responsibility for initiating the shipment of waste.

The mailing address should be the location where the manifests will be mailed by the TSD facility. Completed manifests must be kept on file for three years as required by regulation. Regardless of what mailing address is used on the manifest, it is the responsibility of the generator to always keep copies of the manifests at the site of hazardous waste generation.

Item 4. "Generator's Phone"

The generator's telephone number should be the number used to reach the person in charge of shipping the waste who could answer questions in case of an emergency.

Item A. "State Manifest Document Number"

The state manifest document number is unique and preprinted by the State of Indiana. Do not change it. Remember to enter this number in item L of all continuation sheets that may be used with the manifest. For more information on continuation sheets, see page 15.

Item B. "State Generator's ID"

This item may be used by generators who have additional ID numbers assigned to them by their state environmental agency. Presently, the State of Indiana does not assign state ID numbers to generators.

Item 5. "Transporter 1 Company Name"

Enter the name of the company used to transport the waste from the generator and deliver it to either a second transporter or a treatment, storage, or disposal facility.

Item 6. "U.S. EPA ID Number"

The generator must enter the first transporter's 12 digit U.S. EPA ID number.

Item C. "State Transporter's ID"

This item may be used by generators to put additional ID numbers assigned to the first transporter. Presently, the State of Indiana does not assign state ID numbers to transporters.

Item D. "Transporter's Phone"

The first transporter's telephone number should be the number used to reach the transporter's terminal that has knowledge of the transporter's movement.

Item 7. "Transporter 2 Company Name"

If applicable, enter the company name of the second transporter used to take the waste from the first transporter and deliver it to a treatment, storage, or disposal facility. If more than two separate transporter companies are used to transport the waste, a continuation sheet must be completed (see page 15). List the other transporters in the order they will be transporting the waste.

Item 8. "U.S. EPA ID Number"

If applicable, the second transporter's 12 digit U.S. EPA ID number must be entered.

Item E. "State Transporter's ID"

This item may be used by generators to put additional ID numbers assigned to the second transporter. Presently, the State of Indiana does not assign state ID numbers to transporters.

Item F. "Transporter's Phone"

The second transporter's telephone number should be the number used to reach the transporter's terminal that has knowledge of the transporter's movement.

Item 9. "Designated Facility Name and Site Address"

The designated facility name is the name of the treatment, storage or disposal facility (TSD) that the generator has contracted to receive the waste. The address given must be the site address, which may differ from the mailing address. This TSD facility must be permitted or granted interim status by the receiving state to accept the type of waste being transported and must have the capacity to receive the volume of waste being transported.

Item 10. "U.S. EPA ID Number"

The TSD facility's 12 digit U.S. EPA ID number must be entered.

Item G. "State Facility's ID"

If applicable, enter the TSD facility's state ID number. Presently, the State of Indiana does not assign state ID numbers to TSD facilities.

Item H. "Facility's Phone"

Enter the TSD facility's telephone number. IDEM will use this number to contact the TSD facility, if needed.

Item 11. "U.S. DOT Description"

The generator must complete this section according to U.S. DOT regulations, Title 49, Code of Federal Regulations, Parts 100 through 199. Contact the U.S. DOT office for assistance at (202)366-4486. This part of the manifest is a table that describes the waste and records the quantity of waste being shipped. It is to be completed with the U.S. DOT shipping description which includes the minimum of:

- ! proper shipping name,
- ! hazard class,
- ! ID number (UN/NA number), and
- ! packing group.

One line of the table should be completed for each waste type and/or container type shipped. If more than four wastes are included in one shipment, use a continuation sheet (see page 15).

Item 12. "Containers"

This item is for the number and type of containers that are in the shipment. The actual number of containers shipped for each waste is entered in the column labeled "No.". If it is a bulk shipment, enter "1" in the "No." column, then enter the appropriate abbreviation for the type of container, as listed below:

CONTAINER TYPES

DM - Metal drums, barrels, kegs
DW - Wooden drums, barrels, kegs
DF - Fiber board or plastic drums, barrels, kegs
TP - Tanks portable
TT - Cargo tanks (tank trucks)
TC - Tank cars
DT - Dump truck
CY - Cylinders
CM - Metal boxes, cartons, cases (including roll-offs)
CW - Wooden boxes, cartons, cases
CF - Fiber or plastic boxes, cartons, cases
BA - Burlap, cloth, paper or plastic bags

Item 13. "Total Quantity"

This item is for the total quantity of waste. The total quantity should be the most accurate number possible without using fractions or decimals.

Item 14. "Unit Wt./Vol."

This item is for the unit in which the waste was measured.

For each waste, record the amount of material in the "total quantity" (item 13) and the corresponding unit in the "unit wt./vol." (item 14). For extra help, a conversion table is given below, along with the code for the units that must be used in compliance with State and Federal Regulations.

Selected Conversions

1,000 kg = 1 metric ton	1 short ton	= 2,000 lbs.
= 2,200 lbs.		= 907.2 kg
= 264.3 gal. water		= 240 gal. water
100 kg = 220 lbs.	1 lb.	= .454 kg
= 26.4 gal. water		
1 kg = 2.2 lbs.	1 gal. water	= 8.34 lbs.
= 1 liter water		

Unit Wt./Vol. Codes

G - Gallons (liquids only)	P - Pounds
T - Tons (2,000 lbs)	Y - Cubic Yards
L - Liters (liquids only)	K - Kilograms
M - Metric Tons (1,000 kgs)	N - Cubic Meters

Item I. "Wastes No."

Hazardous waste numbers consist of a letter followed by three numbers (e.g., F005), as assigned by the Indiana Hazardous Waste Management Regulations, 329 IAC 3.1 and Federal Regulations 40 CFR 261. Enter only one waste code in item I. If a waste line item contains a mixture of wastes where more than one waste code applies, use the code that is most distinctive or most acutely hazardous waste and enter the remaining codes in item J. Please note that if a waste generated in Indiana is not hazardous in Indiana, but will be transported to another state where the waste requires a manifest (you can check with the TSD facility or the environmental regulatory agency), then enter that state's assigned waste number. The generator should enter "NONE" in item I to identify any nonhazardous waste included in the shipment.

Item J. "Additional Descriptions for Materials Listed Above"

Additional hazardous waste numbers (e.g. F005, D007) for a particular waste can be entered here up to four additional codes. If more than four additional codes are needed to describe the waste, the word "multi-coded" must be entered instead of the additional waste codes.

Item K. "Handling Codes for Wastes Listed Above"

This item must be used by generators for entering the handling code that represents the technique used at the TSD facility to treat, store, or dispose of each manifested waste. The handling codes can be found at 329 IAC 3.1-7-12 and page 36 of this manual. Each code represents a specific type of TSD facility activity (e.g., T31 - Neutralization; S02 - Tank Storage; D82 - Ocean Disposal; etc.) Enter only one handling code for each line item of the shipment. If more than one handling code applies, use the code that represents the ultimate disposition of the waste at the designated TSD facility. A summary of the handling code categories are given below:

- ! storage
- ! thermal treatment
- ! chemical treatment
- ! physical treatment
- ! biological treatment
- ! boilers and industrial furnaces
- ! other treatment
- ! disposal
- ! miscellaneous

Item 15. "Special Handling Instructions and Additional Information"

This item may be used by generators to indicate special transportation, treatment, storage, or disposal information or Bill of Lading information.

For international shipments (see page 20), the generator must enter in this item the point of departure (city and state) from the U.S. for shipments exported from the U.S. The transporter who takes the waste out of the U.S. must enter the date the waste was exported and sign his name verifying the date is correct.

Generators may use this section for 24 hour emergency response telephone numbers and similar information.

Item 16. "Generator's Certification"

The generator must read, sign, and date the certification statement. The signature and date must be legible on all copies. The name of the person signing the manifest must also be typed or printed. The person who signs the manifests should have knowledge of the type and characteristics of the waste being shipped. The date entered should be the date the transporter accepts the shipment for transportation.

The waste minimization statement has been added to the certification, as required by the U.S. EPA, to encourage waste reduction throughout the country.

If a mode of transportation other than highway is used, the word "highway" should be lined out and the appropriate mode (rail, water or air) inserted in the space below. If another mode in addition to the highway mode is used, the appropriate additional mode should be entered in the space below (e.g., "and rail").

After signing, the generator hands the manifest to the transporter to obtain the transporter's signature. The generator retains his copies of the manifest (see page 13, "Distribution of Manifest") and hands the remainder of the manifest over to the transporter. If the waste is transported by rail, the manifest is mailed to the TSD facility or next mode of transportation.

Transporter Section

Anyone who transports hazardous waste that requires a manifest must have a U.S. EPA ID number. If you do not have a U.S. EPA ID number, call IDEM at 317/232-7956 to obtain a Notification Package. Some state agencies require permits or additional shipping papers for wastes (whether hazardous or not) transported to or through their state.

Item 17. "Transporter 1 Acknowledgement of Receipt of Materials"

The individual (transporter) accepting the waste from the generator must sign the manifest and enter the date he receives the shipment legibly on all copies. The full name of the individual should also be typed or printed. If a single transporter uses two drivers, only the first driver is to sign the manifest.

The individual accepting the shipment must verify the quantity of the shipment with what is written on the manifest before signing the manifest. The transporter should not accept containers that do not correspond to the manifest. The transporter should not accept a shipment unless the generator has completed the manifest and signed in item 16.

The generator removes his copies of the manifest after the transporter signs it. The remainder of the manifest is given to the transporter.

Transporter 1 carries the manifest with him until the load is delivered to a second transporter or the TSD facility. The second transporter or TSD facility must sign the manifest in the appropriate line item and mark the date received. The transporter should check the quantity of the load before accepting the shipment.

Transporter 1 must then remove the transporter 1 copy (copy 7) to keep in the transporter company file for three years as required by State and Federal Regulations. The remaining copies should be given to the second transporter or TSD facility.

Item 18. "Transporter 2 Acknowledgement of Receipt of Materials"

If only one transporter is used, skip this item. Otherwise, follow these directions. When transporter 2 receives the shipment from transporter 1, transporter 2 must check the quantity of the shipment to verify that it matches what is written on the manifest. Transporter 2 must sign the manifest and enter the date the shipment is received legibly on all copies. The individual's full name must also be typed or printed. Transporter 1 then removes his copy of the manifest (copy 7) and gives the remaining copies to transporter 2 to carry.

Transporter 2 carries the manifest with him until he delivers the load to the next transporter or TSD facility. If the load is delivered to the next transporter, follow the above procedure, except following transporters must sign in items 33 or 34 of the continuation sheet. If the load is delivered to the TSD facility, the TSD facility signs item 20 of the manifest and marks the date received. Transporter 2 then removes the transporter 2 copy (copy 6) of the manifest to keep in his file for three years. The TSD facility distributes the remaining copies. Once again, if there are more than two transporters, a continuation sheet must be used (see page 15). In addition, if there are more than two transporters, each additional transporter must make a photocopy of the manifest after receiving the next appropriate signature. This photocopy will serve as the transporter's copy of the manifest to be maintained in the transporter's files for three years.

TSD Facility Section

Item 19. "Discrepancy Indication Space"

When the transporter arrives at the TSD facility, the TSD facility must check the quantity of waste to determine that it is the same as listed on the manifest. If a significant discrepancy exists in boxes 11, 12, 13, 14 or I, it must be noted in this item. The TSD facility must also screen and/or test the waste to verify its composition. A significant discrepancy is defined as for bulk waste, variations greater than 10% in weight or for batch waste, any variation in piece count.

Item 20. "Facility Owner or Operator"

The person accepting the waste on behalf of the owner or operator of the TSD facility must sign the manifest and enter the date the shipment is received legibly on all copies. The person's full name must also be typed or printed. The transporter then takes the transporter copy and keeps it in his file for three years. The TSD facility takes the remaining copies of the manifest and distributes them as designated on the bottom of the manifests.

Distribution of Manifest

The Indiana Uniform Hazardous Waste Manifest consists of eight copies. The distribution of each copy of the manifest is indicated on the bottom page of each copy. The responsibility for mailing these copies rests with the generator and the TSD facility. Generators must mail copy 2 or 3 (copy 3 is mailed if the generator is outside of Indiana) to IDEM within five days of shipment. The TSD facility must mail copy 1 or 3 (copy 3 is mailed if the TSD facility is outside of Indiana) to IDEM within five days of receiving the shipment. The TSD facility must mail copy 4 to the generator within thirty (30) days of receipt of the shipment. The IDEM Manifest Program's address is on top of each Indiana Uniform Hazardous Waste Manifest.

<u>Copy Number</u>	<u>Color</u>	<u>Mailed By</u>	<u>Mailed To</u>
1	Green	TSD Facility	TSD Facility State Agency
2	Gold	Generator	Generator State Agency
3	Pink	Out-of-State Generator or Out-of-State TSD Facility	IDEM
* 4	White	TSD Facility	Generator
* 5	White	Held by TSD Facility	
* 6	White	Held by Transporter 2	
* 7	White	Held by Transporter 1	
8	White	Held by Generator	

* Manifest copy must be kept on file for 3 years.

Note: Copy 3 may be mailed to IDEM by the generator if it is out-of-state or by the TSD facility if it is out-of-state. In the event that both the generator and TSD facility are located within the State of Indiana, copy 3 is not to be mailed to IDEM. Copy 3 can be kept by the generator as an extra copy or simply recycled.

In the situations where another state's manifest is used a copy of the manifest must also be submitted to IDEM. If the manifest does not provide a copy to be submitted to IDEM, a photocopy of the manifest should be made and the photocopy along with a cover letter should then be submitted to IDEM.

Distribution of Returning Manifests From a Rejected Load

When a new manifest is created to return a rejected load back to the generator the distribution of the manifest copies should be:

<u>Copy Number</u>	<u>Color</u>	<u>Mailed By</u>	<u>Mailed To</u>
1	Green	Receiving Generator	Generator State Agency
2	Gold	Rejecting TSD Facility	TSD Facility State Agency
3	Pink	Out-of-State Rejecting TSD Facility or Out-of-State Receiving Generator	IDEM
* 4	White	Receiving Generator	Rejecting TSD Facility
* 5	White	Held by Receiving Generator	
* 6	White	Held by Transporter 2	
* 7	White	Held by Transporter 1	
8	White	Held by Rejecting TSD Facility	

* Manifest copy must be kept on file for 3 years.

Note: Copy 3 may be mailed to IDEM by the rejecting TSD facility if it is out-of-state or by the receiving generator if it is out-of-state. In the event that both the generator and TSD facility are located within the State of Indiana, copy 3 is not to be mailed to IDEM. In that case, Copy 3 can be kept by the rejecting TSD facility as an extra copy or simply recycled.

CHAPTER III - SPECIAL CONDITIONS AND PROBLEMS

The purpose of the information in this chapter is to clarify the intent of the regulations and the specific requirements that deal with the manifest system. Frequently, problems will be encountered that require either detailed explanation or interpretation. The goal of this chapter is to try to meet this need when questions and problems arise. If you, as a user of this manual, discover another common problem that should be discussed in this chapter, please contact IDEM at 317/232-7959.

A. Waste Quantity or Characteristic Discrepancies

The transporter is responsible for verifying that the quantity of waste that is to be hauled is what is listed on the manifest. The transporter should inspect the load visually for discrepancies in the quantity listed on the manifest. Are the number of drums or other quantities such as gallons by weight listed on the manifest actually what the transporter is receiving? A significant discrepancy in quantity would be:

- 1) ten percent variation in either weight or quantity of a bulk shipment,
- 2) any variation of a piece count such as a discrepancy of one or more containers, or
- 3) the labels on the containers not corresponding to what is listed on the manifest.

If the transporter notices any discrepancy when the waste is loaded onto the vehicle, the transporter should bring this to the attention of the generator and have it corrected before the transporter signs the manifest. If the generator will not correct the manifest so that it states accurately what and how much waste the transporter is receiving, the transporter should refuse to transport the generator's waste.

The TSD facility must also inspect the waste upon arrival to determine that the manifest accurately represents the shipment. Discrepancies should be noted on the manifest under "Discrepancy Indication Space" (item 19).

If the TSD facility cannot resolve the discrepancy with the generator and/or transporter within fifteen (15) days from the day the shipment was received, the TSD facility must file a discrepancy report.

There is no required form for a discrepancy report, but the following information must be included:

- 1) A description of the discrepancy;
- 2) An explanation of attempts to reconcile the discrepancy with the generator and/or transporter; and
- 3) A legible copy of the manifest involved.

Discrepancy reports should be sent to the IDEM at the address on the manifest.

B. Corrected Copies

If the generator discovers that a written mistake (e.g., wrong U.S. EPA ID number, UN/NA number, address, etc.) has been made on a manifest after it has been given to the transporter, the generator should:

- (1) Immediately notify the transporter and TSD facility of the mistake; and
- (2) Within fifteen (15) days, submit a letter to IDEM explaining the mistake and how it should be corrected; or
- (3) Include a legible photocopy of the manifest copy kept by the generator with a single line drawn through the error(s), initialed and dated, and the correction(s) highlighted.

The correction will be entered into the Manifest Tracking System computer. In most cases, this will prevent the Manifest Tracking staff from contacting the generator to request additional information or initiating enforcement activities. Corrections should be sent to IDEM at the address on the manifest. Additionally, manifest corrections should be sent by the generator and TSD facility if applicable.

In the event that a manifest mistake is discovered prior to shipping the waste, it is usually better to destroy the manifest instead of trying to make a correction. However, if the correction can be made legibly, you may do so. It is not necessary to notify IDEM of any unused or voided Indiana Uniform Hazardous Waste Manifests; however, it may be useful for the generator to make note of manifests not used or voided for company recordkeeping purposes.

C. Use of a Continuation Sheet

If a generator intends to use more than two transporters or ship more than four wastes, an Indiana Uniform Hazardous Waste Manifest Continuation Sheet must be used. Continuation sheets for the Indiana Uniform Hazardous Waste Manifest can be obtained from IDEM. See page 4 on how to obtain an Indiana Uniform Hazardous Waste Manifest Continuation Sheet.

D. Out-of-State Shipments

The State of Indiana requires the use of the Indiana Uniform Hazardous Waste Manifest for all regulated hazardous waste transported within the state. See "Exceptions", page 4, for more information. The shaded areas of the Indiana Uniform Hazardous Waste Manifest were included to satisfy additional state information requirements. Since the State of Indiana requirements may differ from other states' requirements, generators should determine where to obtain manifests according to the following:

- (1) All in and out-of-state large and small quantity generators of hazardous waste who send their waste to TSD facilities located in the State of Indiana must use the Indiana Uniform Hazardous Waste Manifest.

- (2) All large and small quantity generators located in the State of Indiana who send their hazardous waste to another state should use the designated state's manifest. If the designated state's manifest does not provide a copy to be submitted to IDEM, a photocopy of the manifest should be made and the photocopy along with a cover letter should then be submitted to IDEM. If the designated state does not require the use of their own state manifest, then use the Indiana Uniform Hazardous Waste Manifest.

If there are any questions regarding where to obtain a manifest, telephone the Waste Data Analysis and Planning Section staff at 317/232-7959.

E. Exception Reporting

A large quantity generator should receive copy 4 of the Indiana Uniform Hazardous Waste Manifest from the TSD facility with thirty-five (35) days of the date of shipment. If the copy is not received within thirty-five (35) days, the generator should contact the TSD facility and transporter to determine the reason and to find out if the shipment reached its intended destination. If the copy is not received within ten more days, the generator must file an exception report with IDEM. This allows a total of forty-five (45) days from the date of shipment for the generator to receive copy 4 of the manifest.

There is not a specific form for the exception report, but the following information must be included:

- (1) A legible photocopy of the manifest to serve as the unreceived copy 4 of the manifest;
- (2) An explanation of efforts to locate the hazardous waste; and
- (3) The results of the generator's investigation.

The generator may have discovered the reason for the delay, but must still file an exception report with IDEM explaining what has occurred, if the forty-five (45) day deadline is not met.

A small quantity generator should receive copy 4 of the Indiana Uniform Hazardous Waste Manifest from the TSD facility within sixty (60) days of the date the shipment. If the copy is not received within sixty (60) days, the generator is required to submit a legible photocopy of the manifest to IDEM along with a cover letter explaining that copy 4 has not been received from the TSD facility.

F. Unmanifested Waste Reports

A TSD facility that accepts a load of hazardous waste that was not manifested must file an unmanifested waste report with the state unless the shipment is from a conditionally exempt small quantity generator (see pages 4 and 29) which is excluded from manifesting requirements. TSD facilities are advised to obtain a certification from each conditionally exempt small quantity generator explaining that the generator qualifies for the exclusion.

If an unmanifested hazardous waste shipment is received, IDEM must be notified immediately. An IDEM inspector may come to the TSD facility to collect information for enforcement action against the generator and/or transporter of the unmanifested load. If the waste is identified as one of the wastes the TSD facility is permitted to accept, the TSD facility can accept the waste after verification of the composition of the waste. If the waste contents are unknown or the waste cannot be accepted at the TSD facility, the shipment must be managed as regulated hazardous waste. An unmanifested waste report is required if the TSD facility accepts the waste and must be submitted to IDEM within fifteen (15) days upon receipt of the load.

As no specific form exists, an unmanifested waste report must contain the following information:

- (1) Name, address, and U.S. EPA ID number of the TSD facility;
- (2) Date the TSD facility received the waste;
- (3) Name, address, and U.S. EPA ID number of both the generator and transporter, if available;
- (4) Description and quantity of each unmanifested hazardous waste received including U.S. EPA waste code;
- (5) Method of handling each waste; and
- (6) Why the waste was not manifested, if known.

G. Storage Incidental to Transportation

In many cases a transporter will find it necessary to store wastes for a short period of time enroute from the point of initial waste pick up to the point of final delivery. It is the transporters responsibility to ensure the security and integrity of the load during on-vehicle storage.

The number of short term or incidental storage episodes should be minimized to avoid triggering an exception report. In addition, if a hazardous waste load is stored in excess of 10 days at a transfer facility, the transporter is subject to the comprehensive hazardous waste storage requirements of 329 IAC 3.1.

H. Use of an Alternate TSD Facility

In some cases, a TSD facility may have to reject an entire or partial shipment of hazardous waste received from a generator due to waste characteristic abnormalities. In other cases, an alternate TSD facility may be used due to spills of hazardous waste or changes in the TSD facility status while wastes are enroute. When these situations occur, it means that the waste will be diverted to a location not specified on the manifest. Examples of conditions that would necessitate the diversion of wastes are:

- (1) The designated TSD facility has:
 - A) closed due to an emergency condition, or
 - B) reached capacity for handling that particular waste;
- (2) There is a truck or equipment failure such that the vehicle or its contents cannot be directed to its manifested destination;
- (3) The waste is spilled or otherwise discharged prior to being delivered to a TSD facility and must be cleaned up and disposed of immediately at an alternate TSD facility; or
- (4) The physical state or chemical composition of the waste is such that it cannot be treated, stored, or disposed of at the designated TSD facility.

When a shipment of hazardous waste is diverted to another location and the manifest has not been signed by the designated TSD facility, the original manifest can be used. Either the TSD facility or the transporter should write in item 15:

"Load sent to": Alternate TSD facility name, address, telephone number, and U.S. EPA ID number. Additionally, line out the information in item 10 and write in "see item 15".

If the shipment is being diverted to an alternate TSD facility, the alternate TSD facility should send the original manifest to IDEM. If the shipment is being returned to the generator, the designated TSD facility should mail the appropriate copy of the manifest to IDEM, if possible.

If an additional transporter is used to transport the waste to the alternate TSD facility or back to the generator, the TSD facility or transporter must enter the additional transporter's company name, U.S. EPA ID number and telephone number in the appropriate item. The additional transporter must sign the manifest and enter the date he receives the shipment. In this event, a continuation sheet may need to be completed and distributed. See page 15 for "Use of a Continuation Sheet." Additionally, see page 13 for "Distribution of Manifest."

Upon receipt of a diverted hazardous waste shipment, the alternate TSD facility must sign item 20 and distribute copies as required. When a diverted waste shipment is returned to the generator, the generator must also receive the original manifest from the TSD facility. The generator should submit a cover letter describing the management of the rejected load to IDEM.

I. Rejected Loads

When a shipment of hazardous waste is diverted to another location and the manifest has been signed by the designated TSD facility, a new manifest must be used. The shipment (either the entire shipment or a partial shipment) can be diverted to an alternate TSD facility or returned to the generator. The rejecting TSD facility should notify the generator of the rejected load. If the shipment is being returned to the generator, the generator shall complete a new manifest according to standards applicable to generators except the following:

- 1) Line out the word "generator" in item 3 and insert the words "rejecting facility". Complete items 1,3, and 4 with the rejecting TSD facility's information.
- 2) Line out the words "designated facility" in item 9 and insert the word "generator". Complete items 9, 10, and H with the generator's information.
- 3) Note in item 15:
 - (A) In large block print write the words "REJECTED LOAD";
 - (B) State manifest document number from the original executed manifest; and
 - (C) Indicate that the shipment is a partial or entire rejection.

This new rejected load manifest must accompany the shipment back to the generator. The generator is responsible for the transportation of the rejected waste. Refer to page 13a for the proper distribution of the manifest copies for the returning manifest from a rejected load.

The generator is required to sign item 16 of the new manifest. In order to sign the manifest, the generator may need to physically be present at the rejecting TSD facility or make arrangements with the rejecting TSD facility to sign the manifest as representative of the generator. However, the generator is certifying that the waste is in proper condition for transportation.

When the rejected waste and the manifest are received by the generator, the generator should note any discrepancies in item 19, line out the words "Facility Owner or Operator" in item 20 and insert the words "Receiving generator", sign and date item 20, give a copy of the manifest to the transporter, and within five days of receipt of the shipment mail a copy of the manifest to the rejecting TSD facility and to IDEM.

If the rejected waste is being shipped to an alternate TSD facility, the generator shall complete a new manifest with itself as the generator and specifying an alternate designated TSD facility. The new manifest shall be forward to the rejecting TSD facility to accompany the shipment to the alternate TSD facility.

When the manifest has not been signed by the TSD facility and the entire shipment is being rejected, IDEM would like for the TSD to note in item 19 "rejected load - returned to generator" and send copy 1 to IDEM. The transporter will carry copy 4 and the remaining copies with the shipment back to the generator.

If hazardous waste from more than one generator is mixed together by the transporter before delivery to the designated TSD facility, the transporter shall assume all responsibility for the proper disposition of the rejected waste. The preferred option for managing the rejected waste would be for the entire load to be

rejected to an alternate TSD. If the mixed load cannot be forwarded to an alternate TSD within the timeframes specified in the rejecting facility's permit, the next preferred option would be for the rejected load to be manifested back to one of the generators to be managed under 90-day standards. The third, and least preferred, option is to return the mixed load by manifest to a site specified by the transporter (since they are the de facto generator), where all applicable generator rules would apply (site notification requirements, 90-day accumulation limit, waste determinations, manifest rules, container management standards, etc.). In this situation, if the specified site does not have an EPA ID#, the transporter must obtain one prior to transporting the waste.

Use of the term "Rejected Load" required by IC 13-22-5 will aid IDEM in identifying a rejected load manifest and thereby eliminate "double" or "triple" counting of waste in the computer.

J. Rail, Water, or Air Transportation

See instructions for item 16, page 10.

K. International Shipments

For shipments of hazardous waste destined to a TSD facility outside the United States, the generator must notify the U.S. EPA and IDEM sixty (60) days prior to the intended shipment date. The notification can extend over a twelve (12) month period or a lesser period. The notification must be in writing, signed by the generator, and include the following information:

- (1) Name, mailing address, telephone number, and U.S. EPA ID number of the generator; and
- (2) For each type of hazardous waste going to each TSD facility in a receiving country the following information:
 - (a) Description of the hazardous waste and the corresponding U.S. EPA hazardous waste number(s), U.S. DOT shipping name, hazard class, ID number (UN/NA number), and packing group;
 - (b) Estimated frequency or rate at which the waste will be exported and time period during which the waste will be exported;
 - (c) Estimated total quantity of the waste to be exported measured in units specified in the instructions to the Uniform Hazardous Waste Manifest;
 - (d) All points of entry to and departure from each foreign country through which the waste will pass;
 - (e) Description of the means by which each shipment of the waste will be transported (e.g., rail, water, highway, etc.);

- (f) Description of the manner in which the waste will be treated, stored, or disposed in the receiving country;
- (g) Name and site address of the receiving country's TSD facility and any alternate TSD facility; and
- (h) Name of any "transit countries" through which the waste will pass enroute to the receiving country's TSD facility, approximate length of time the waste will remain in transit countries, and the nature of the waste's handling while in transit countries.

The generator must send the completed notification to:

Office of International Activities (A-106), U.S. EPA
401 M Street, S.W.
Washington, D.C. 20460

and

Indiana Department of Environmental Management
Office of Land Quality
Facilities Data Analysis Section
100 North Senate Avenue
P.O. Box 6015
Indianapolis, IN 46206-6015

with "Attention: Notification to Export" prominently written on the front of the envelope.

After the notification is received by the U.S. EPA and IDEM, it will be provided to the receiving country and any transit countries. This allows the country(ies) the opportunity to make an informed decision on whether to accept the waste and, if so, to manage it in an environmentally sound manner. Where the receiving country consents to the receipt of the waste, the U.S. EPA and/or IDEM will forward an Acknowledgement of Consent to the generator. If the receiving country objects to the receipt of the waste or withdraws prior consent, the U.S. EPA and/or IDEM will notify the generator in writing and will also notify the generator of any responses from transit countries.

Prior to completing and sending an export notification, the generator may wish to contact the Office of International Activities (202/382-4870) to inquire about hazardous waste export international agreements between the United States and receiving countries. Currently, such agreements have been established with Canada and Mexico. These agreements are designed to provide notice, export, and enforcement procedures for the transportation, treatment, storage, and disposal of exported hazardous waste. A telephone call to the Office of International Activities can provide you with answers to questions concerning hazardous waste exporting procedures and requirements that have been established with Canada and Mexico.

In addition to notifying the U.S. EPA and IDEM, a generator who exports a hazardous waste shipment should also make contact with other agencies who have established export control laws and

regulations. For example, regulations promulgated by the Bureau of the Census of the Department of Commerce requires exporters to file Shippers Export Declarations for Shipments valued over \$1,000. It is possible that hazardous waste (especially hazardous waste containing precious metals) exported for purposes of recycling would have a value of \$1,000 or more. Also, the Bureau of Census has recently created a new statistical reporting number within the "Schedule B-Statistical Classification of Domestic and Foreign Commodities Exported from the United States". This number (818.8000) must be used when preparing Shipper Export Declarations as required by 13 United States Code 301 and Title 15, Code of Federal Regulations, Part 30.7.

When exporting hazardous waste, the generator must obtain and use the designated country's hazardous waste manifest. If the country does not offer their own manifest, then use an Indiana Uniform Hazardous Waste Manifest.

In addition to complying with the general manifest requirements of 329 IAC 3.1-7 when filling out the manifest, the generator who exports hazardous waste must also:

- (1) Enter the point of departure of the shipment from the United States of the shipment under "Special Handling Instructions and Additional Information" (item 15);
- (2) Enter "and conforms to the terms of the attached U.S. EPA Acknowledgement of Consent" to the end of the first sentence of the generator's certification (item 16);
- (3) Attach a copy of the U.S. EPA Acknowledgement of Consent to the manifest;
- (4) Provide the transporter with an additional copy of the manifest for delivery to the U.S. Customs official at the point of departure; and
- (5) Send a copy of the manifest and U.S. EPA Acknowledgement of Consent to IDEM.

The transporter who takes the shipment out of the United States must enter the date the waste left the United States and sign the manifest in item 15. The transporter must also give a copy of the manifest to a U.S. Customs official at the point of departure.

An annual report is required to be filed by generators who export hazardous waste that summarizes the types, quantities, frequency, and ultimate destination of hazardous waste exported during a calendar year. The annual report is to be filed no later than March 1 of each year and sent to the Office of International Activities at the address given on page 21 of this manual. A copy of the annual report should also be sent to IDEM. 329 IAC 3.1-7-16 describes the information to be included in the annual report.

For shipments of hazardous waste destined to a TSD facility located in the United States from an outside country, the person who imports hazardous waste from a foreign country into the United States must meet the general manifesting requirements of 329 IAC 3.1-7 in addition to the following requirements:

- (1) Insure that the TSD facility that has arranged to receive the hazardous waste from a foreign source has notified IDEM in writing at least four weeks in advance of the date the waste is expected to arrive at the TSD facility;

- (2) The importer must obtain and use the Indiana Uniform Hazardous Waste Manifest;
- (3) In place of the generator's name, address and U.S. EPA identification number, enter the name and address of the foreign generator and the importer's name, address and U.S. EPA identification number in items 1, 3, and 4; and
- (4) In place of the foreign generator's signature on the certification statement, the importer must sign and date the manifest (item 16) and obtain the US initial transporter's signature (item 17).

APPENDIX

Listing and Overview of Applicable Regulations

This section includes a brief description of the regulations that apply to the management of hazardous waste.

Generator

- 49 Code of Federal Regulations (CFR) Parts 171, 172, and 173, U.S. DOT packaging and shipping regulations (plus other parts associated with those listed);
- 329 IAC 3.1-7, pre-transport and on-site storage regulation;
- 329 IAC 3.1-7, hazardous waste manifest system and related standards;
- 329 IAC 3.1-6, identification and listing of hazardous waste;
- 329 IAC 3.1-16, universal waste; and
- 40 CFR Parts 260, 261, 262, 266, 268, 273, and 279 RCRA requirements as adopted in 329 IAC 3.1 or as adopted by the generator or TSD facility state.

Transporter

- 49 CFR Parts 171, 172, and 173, U.S. DOT regulations;
- 329 IAC 3.1-8, hazardous waste manifest system and related standards;
- 329 IAC 3.1-16; universal waste; and
- 40 CFR Part 263, 273, and 279 RCRA requirements as adopted in 329 IAC 3.1 or as adopted by the generator or TSD facility state.

TSD Facility

- 329 IAC 3.1-10, interim status facility regulations;
- 329 IAC 3.1-9, final (State) permitted facility regulations;
- 329 IAC 3.1-13, siting and permitting regulations;
- 329 IAC 3.1-16, universal waste; and
- 40 CFR Parts 260, 261, 262, 264, 265, 266, 268, 273, and 279 RCRA requirements as adopted in 329 IAC 3.1 or as adopted by the generator or TSD facility state.

U.S. EPA RCRA Regulations

a. 40 CFR Part 260. General

This part gives definitions of terms, general standards, and overview information applicable to Parts 261 through 266.

b. 40 CFR Part 261. Identification of Hazardous Waste

This part identifies hazardous wastes which are subject to regulation under Parts 262 through 268. This Part contains the lists of hazardous wastes and the tests used to identify characteristic hazardous wastes.

c. 40 CFR Part 262. Generator Requirements

This regulation establishes standards for generators of hazardous wastes. Requirements include; obtaining an U.S. EPA Identification number; completion of a manifest; packaging, marking, and labeling hazardous wastes; on-site accumulation of hazardous wastes; facility personnel training programs; preparedness, prevention and contingency planning, and recordkeeping.

d. 40 CFR Part 263. Transporter Requirements

This part sets forth regulations for transporters of hazardous waste. Regulations include: obtaining an U.S. EPA Identification number; manifest requirements; recordkeeping requirements; and accidental discharge and spill clean-up requirements.

e. 40 CFR Part 264. Standards for Permitted Treatment, Storage, and Disposal Facilities

This part includes general standards defining the acceptable management of hazardous wastes. Requirements include: analysis of wastes; general facility standards; facility design and operation standards; contingency and emergency plans; and manifest reporting and recordkeeping requirements.

f. 40 CFR Part 265. Interim Status Standards for Treatment, Storage, and Disposal Facilities

Until a permit is issued, this part applies to all facilities in operation or under construction prior to the November 19, 1980, RCRA deadline. Facilities must meet the standards of this part until their RCRA permit applications are approved and a permit is issued.

g. 40 CFR Part 266. Standards for Specific hazardous Wastes and Specific Hazardous Waste Management Facilities

This part includes standards which are applicable to the generation, reclamation, and recovery of certain hazardous wastes. Specific wastes covered are: wastes used in a manner constituting disposal, wastes burned for energy recovery, used oil burned for energy recovery, materials from which precious

metals are recovered, and spent lead-acid batteries being reclaimed. Requirements include: obtaining an U.S. EPA Identification number, required notices, waste analysis, general facility standards, and recordkeeping.

h. 40 CFR 268. Land Disposal Restrictions

This part identifies hazardous wastes that are restricted from land disposal and defines limited circumstances under which an otherwise prohibited wastestream may continue to be land dispose. This part includes: list of restricted wastes; treatment standards; new testing procedure (TCLP); procedures for granting extensions and variances; certification; and recordkeeping requirements.

i. 40 CFR 273. Standards for Universal Waste Management

This part includes standards for the management of universal waste. Requirements include: standards for generators, transporters, destination facilities, imports, and petitions to include other wastes.

j. 40 CFR 279. Standards for Management of Used Oil

This part includes standards for the management of used oil.

k. Copies of the Regulations Above may be Purchased From:

Superintendent of Documents
Attn: New Orders
P.O. Box 371954
Pittsburgh, PA 15250-7954
202/512-1800

State of Indiana Hazardous Waste Regulations

a. 329 IAC 3.1-4

This section contains definitions for all terms used throughout the hazardous waste regulations and this guidance manual. In addition, it establishes standards for small quantity generators.

b. 329 IAC 3.1-6

This section lists those wastes that are hazardous and provides the test to identify characteristic hazardous waste. It is similar to 40 CFR Part 261, Identification and Listing of Hazardous Wastes.

c. 329 IAC 3.1-7 through 329 IAC 3.1-8

This section governs the generation, collection, and transport of hazardous waste. Regulations include the hazardous waste manifest system and related standards for generators and transporters.

d. 329 IAC 3.1-9 through 329 IAC 3.1-10

This section includes requirements for all treatment, storage, and disposal facilities. This regulation includes the interim status (40 CFR Part 265) requirements and the final regulation (40 CFR Part 264) requirements for facilities. Regulations also include permitting sites and requirements for hazardous waste recovery facilities.

e. 329 IAC 3.1-16

This section includes requirements for management of universal wastes

f. 329 IAC 13

This article contains rules for management of used oil.

g. State of Indiana Department of Environmental Management Regulations Listed Above may be Purchased From:

Indiana Legislative Services Office
Indiana State House
Room 302
Indianapolis, IN 46204
317/232-9557

U.S. DOT Regulations

a. 49 CFR Part 171. General

This part contains general information, definitions, and general regulations governing the transport of hazardous materials including hazardous wastes.

b. 49 CFR Part 172. Hazardous Materials Listing and Transportation Requirements

The regulation includes a listing of hazardous materials and the requirements for packaging, labeling, placarding, and transportation of any listed material.

c. 49 CFR Part 173. Shipment of Hazardous Materials

This part includes requirements for shipping and packaging of hazardous materials and waste including: forbidden materials and packaging, reuse of containers, and specific requirements for general classes of hazardous materials. Hazard classes are defined and the priority of hazard classes are listed.

d. U.S. DOT Regulations may be Purchased From:

Superintendent of Documents
Attn: New Orders
P.O. Box 371954
Pittsburgh, PA 15250-7954
202/512-1800

e. U.S. DOT Regulation Information Line

(202)366-4486

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR INFORMATION

The Manifest

State of Indiana Regulations do not require conditionally exempt small quantity generators (those who generate less than 100 kilograms of hazardous waste, less than 1 kilogram of acutely hazardous waste per calendar month, and accumulate less than 1,000 kilograms of hazardous waste on-site) to use the manifest system for transport of hazardous waste off-site.

Regulations

It is the responsibility of generators of small amounts of hazardous waste to determine how much hazardous waste is produced each calendar month and determine which hazardous waste activity the company falls under. In general, the determination of whether or not a generator is a conditionally exempt small quantity generator can be made using the following information:

If the generator produces no more than 100 kilograms (220 pounds) of hazardous waste and no more than 1 kilogram (2.2 pounds) of acutely hazardous waste in any calendar month, the generator is classified as a conditionally exempt small quantity generator.

Conditionally exempt small quantity generators are subject to regulations found in 329 IAC 3.1-6-1 (40 CFR 261.5) which include:

- ! Identifying all hazardous waste generated;
- ! Sending all hazardous waste to a permitted TSD facility, landfill, or other facility approved by the state for industrial or municipal wastes;
- ! Never accumulating more than 1,000 kilograms of hazardous waste or more than 1 kilogram of acute hazardous waste on-site at any one time (if this does occur, the generator is subject to all the requirements applicable to small quantity generators, see next page).

Conditionally exempt small quantity generators should refer to the regulation, 329 IAC 3.1-6-1 for a more detailed explanation of the standards described above.

SMALL QUANTITY GENERATOR INFORMATION

The Manifest

State of Indiana Regulations do require small quantity generators to use the manifest system for hazardous waste transportation. Small quantity generators who generate between 100 - 1,000 kilograms of regulated hazardous waste and less than 1 kilogram of acutely hazardous waste per calendar month must obtain and use the Indiana Uniform Hazardous Waste Manifest (U.S. EPA Form 8700-22 and, if necessary, the continuation sheet U.S. EPA Form No 8700-22A).

Regulations

It is the responsibility of generators of small amounts of hazardous waste to determine how much hazardous waste is produced each calendar month and determine which hazardous waste activity the company falls under. In general, the determination of whether or not a generator is a small quantity generator can be made using the following information:

If the generator produces more than 100 but less than 1,000 kilograms (between 220 and 2,200 pounds or about 25 to under 300 gallons) of hazardous waste in any calendar month, and no more than 1 kilogram of acutely hazardous waste, the generator is classified as a small quantity generator.

Small quantity generators are subject to regulations found in 329 IAC 3.1 (40 CFR 262) which include:

- ! Identifying all hazardous waste generated;
- ! Obtaining a U.S. EPA ID number;
- ! Proper waste pre-transport packaging, marking, and labeling;
- ! Using the manifest system;
- ! Sending hazardous waste to permitted TSD facilities;
- ! Installing and maintaining certain emergency equipment;
- ! Designating an employee emergency coordinator, posting emergency telephone numbers, and entering into agreements with local and state emergency organizations; and

- ! Never accumulating more than 6,000 kilograms (13,200 pounds) of hazardous waste or more than 1 kilogram of acute hazardous waste on-site for no longer than 180 days for shipping to local TSD's and no longer than 270 days for shipping to TSD's 200 miles or more away (if the generator does accumulate more than the allotted amount of waste or for longer than 180 days (or 270 days if applicable), the accumulated waste is subject to all the requirements applicable to treatment, storage, and disposal facilities).

U.S. EPA Identification Number

See "Notification", page 5.

SMALL QUANTITY GENERATOR REGULATORY ASSISTANCE

United States Environmental Protection Agency
Small Business Ombudsman
401 M Street, SW
Washington, D.C. 20460
(800)368-5888

U.S. EPA RCRA Hotline: (800)424-9346

Indiana Department of Environmental Management
Office of Solid and Hazardous Waste Management
100 North Senate Avenue
P.O. Box 6015
Indianapolis, IN 46206-6015
(317)233-3656

Indiana State Police
Motor Carrier Division
Indiana Government Center North
Room N304
100 North Senate Avenue
Indianapolis, Indiana 46204
(317)233-6026

United States Department of Transportation
Bureau of Motor Carrier Safety
575 North Pennsylvania Street, Room 261
Indianapolis, IN 46204
(317)226-7474

INDIANA HANDLING CODES

1.	Storage		T54	Distillation
	S01	Container (barrel, drum, etc.)	T55	Electrodialysis
	S02	Tank	T56	Electrolysis
	S03	Waste pile	T57	Evaporation
	S04	Surface impoundment	T58	High gradient magnetic separation
	S05	Drip pad	T59	Leaching
	S06	Containment building (Storage)	T60	Liquid ion exchange
	S99	Other (specify)	T61	Liquid-liquid extraction
2.	Treatment		T62	Reverse osmosis
	(a)	Thermal Treatment	T63	Solvent recovery
	T06	Liquid injection incinerator	T64	Stripping
	T07	Rotary kiln incinerator	T65	Sand filter
	T08	Fluidized bed incinerator	T66	Other (specify)
	T09	Multiple hearth incinerator	(d)	Biological Treatment
	T10	Infrared furnace incinerator	T67	Activated sludge
	T11	Molten salt destructor	T68	Aerobic lagoon
	T12	Pyrolysis	T69	Aerobic tank
	T13	Wet air oxidation	T70	Anaerobic tank
	T14	Calcination	T71	Composting
	T15	Microwave discharge	T72	Septic tank
	T18	Other (specify)	T73	Spray irrigation
	(b)	Chemical Treatment	T74	Thickening filter
	T19	Absorption mound	T75	Trickling filter
	T20	Absorption field	T76	Waste stabilization pond
	T21	Chemical fixation	T77	Other (specify)
	T22	Chemical oxidation	T78	[Reserved]
	T23	Chemical precipitation	T79	[Reserved]
	T24	Chemical reduction	(e)	Boilers and Industrial Furnaces
	T25	Chlorination	T80	Boiler
	T26	Chlorinolysis	T81	Cement kiln
	T27	Cyanide destruction	T82	Lime kiln
	T28	Degradation	T83	Aggregated kiln
	T29	Detoxification	T84	Phosphate kiln
	T30	Ion exchange	T85	Coke oven
	T31	Neutralization	T86	Blast furnace
	T32	Ozonation	T87	Smelting, melting, or refining furnace
	T33	Photolysis	T88	Titanium dioxide chloride process oxidation reactor
	T34	Other (specify)	T89	Methane reforming furnace
	(c)	Physical Treatment	T90	Pulping liquor recovery furnace
	(1)	Separation of components:	T91	Combustion device used in the recovery of sulfur values from spent sulfuric acid
	T35	Centrifugation	T92	Halogen acid furnace
	T36	Clarification	T93	Other industrial furnaces listed in 40 CFR 260.10 (Specify)
	T37	Coagulation	(f)	Other Treatment
	T38	Decanting	T94	Containment building (Treatment)
	T39	Encapsulation		
	T40	Filtration	3.	Disposal
	T41	Flocculation	D79	Underground injection
	T42	Floatation	D80	Landfill
	T43	Foaming	D81	Land treatment
	T44	Sedimentation	D82	Ocean disposal
	T45	Thickening	D83	Surface impoundment (to be closed as a landfill)
	T46	Ultrafiltration	D99	Other disposal(specify)
	T47	Other (specify)	4.	Miscellaneous (Subpart X)
	(2)	Removal of specific components:	X01	Open burning/open detonation
	T48	Absorption-molecular sieve	X02	Mechanical processing
	T49	Activated carbon	X03	Thermal unit
	T50	Blending	X04	Geologic repository
	T51	Catalysis	X99	Other subpart X (specify)
	T52	Crystallization		
	T53	Dialysis		

STATE MANIFEST PROGRAMS

	<u>CONTACT</u>	<u>TELEPHONE</u>
Alabama	Michael Champion	334-271-7726
Alaska	Douglas Toland	907-465-5160
Arizona	Barbara Waterbury	602-207-4215
Arkansas	Chris Heider	501-682-0833
California	Kit Davis	916-327-4509
Connecticut	Jeanne Brennan	860-424-3375
Delaware	Robert Palmer	302-739-5060
Illinois	Hope Wright	217-785-2361
Indiana	Julian Mills	317-232-7955
Louisiana	Sandra Denino	504-765-0332
Maine	Cherrie Plummer	207-287-2651
Maryland	Emily Troyer	410-631-3343
Massachusetts	James Kelly Jr.	617-292-5839
Michigan	Connie Pennell	517-373-1217
Minnesota	Paula O'Keefe	612-297-8330
Missouri	Kurt Hilsenbeck	573-751-3176
Nevada	Colleen Cripps	702-687-5872
New Hampshire	Karen Way	603-271-6350
New Jersey	Ferdinand Scaccetti	609-292-7081
New York	Terry Adriaance	518-457-6858
North Dakota	Neil Knatterud	701-328-5166
Oklahoma	Marc Foster	405-271-7082
Oregon	Scott Latham	503-229-5082
Pennsylvania	Robert Finkel	717-783-9183
Rhode Island	Beverly Migliore	401-277-2797
South Carolina	Robert Fairey III	803-896-4000
Texas	Grace Faulkner	512-239-6830
Vermont	Victoria Jamleson	802-241-3866
Washington	Daniel Kruger	360-407-6728
West Virginia	Dale Moncer	304-558-5929
Wisconsin	Debbie Reddeman	608-267-7567

OTHER CONTACTS WITHOUT A MANIFEST PROGRAM

	<u>CONTACT</u>	<u>TELEPHONE</u>
Canada	Eve Kutzeinig	416-323-5031
Colorado	Ken Niswonger	303-692-3352
District of Columbia	Mark Hughes	202-645-6080
Florida	Linda Lakes	904-488-0300
Georgia	Renee Goodley	404-362-2684
Hawaii	Grace Simmons	808-543-8225
Idaho	John Brueck	208-334-5898
Iowa	Larry Hacker	913-551-7058
Kansas	Candy Williamson	913-296-6898
Kentucky	Abbie Meyer	502-564-6716
Mississippi	James Carter	601-961-5660
Montana	Don Vidrine	406-444-1430
Nebraska	Terry Swarts	402-471-4217
New Mexico	James Mullany	505-827-0212
North Carolina	Bud McCarty	919-733-2178
Ohio	Paula Canter	614-644-2923
Puerto Rico	Francisco Lopez	809-767-8181
South Dakota	Vonni Kallemeym	605-773-3153
Tennessee	Bobby Morrison	615-532-0780
Utah	Don Verbica	801-538-6170
Virginia	Clair Slaughter	804-762-4177
Wyoming	Timothy Link	307-777-7752

MOST COMMONLY ASKED MANIFEST QUESTIONS

1. How do I determine if the waste is hazardous?

If you have a waste that you are unsure if it is hazardous, you should do the following:

- 1) Refer to 40 CFR 261.
- 2) Perform a waste analysis, if applicable.
- 3) Contact the U.S. EPA RCRA Hotline at 800/424-9346.
- 4) Contact the Chemistry Section of IDEM at 317/232-8997 to discuss your waste.

2. What determines a generator's status?

A generator's status is determined by the amount of regulated hazardous waste generated in any calendar month or accumulated on-site. The three generator statuses are as follows:

- 1) Large quantity generator (LQG) - generates 1,000 kg (2,200 lbs) or more of hazardous waste in any calendar month, generates 1 kg (2.2 lbs) or more of acutely hazardous waste, or accumulates more than 6,000 kg of hazardous waste or more than 1 kg of acutely hazardous waste on-site for no longer than 90 days. If an LQG accumulates waste on-site for longer than 90 days, the accumulated waste is subject to the storage facility regulations.
- 2) Small quantity generator (SQG) - generates more than 100 kg (220 lbs) but less than 1,000 kg (2,200 lbs) of hazardous waste in any calendar month, generates less than 1 kg (2.2 lbs) of acutely hazardous waste, or accumulates more than 1,000 kg but less than 6,000 kgs (13,200 lbs) of hazardous waste or no more than 1 kg of acutely hazardous waste on-site for no more than 180 days for shipping to local TSD's or no more than 270 days for shipping to TSD's 200 miles or more away. If an SQG accumulates more than the allotted amount of waste or for more than 180 days (or 270 days if applicable), the accumulated waste is subject to the storage facility regulations. See page 30, "Small Quantity Generator Information".
- 3) Conditionally exempt small quantity generator (CESQG) - generates less than 100 kg (220 lbs) in any calendar month of hazardous waste, generates less than 1 kg (2.2 lbs) of acutely hazardous waste, or accumulates less than 1,000 kgs (2,200 lbs) of hazardous waste or less than 1 kg of acutely hazardous waste on-site at any one time. If a CESQG accumulates more than 1,000 kgs of hazardous waste, the accumulated waste is subject to the SQG regulations. If a CESQG accumulates more than 1 kg of acutely hazardous waste, the accumulated waste is subject to LQG regulations. See page 29, "Conditionally Exempt Small Quantity Generator Information."

Conditionally exempt small quantity generators are not regulated by IDEM. Large quantity generators and small quantity generators are regulated by IDEM as is the waste produced by these statuses if a hazardous waste determination has been performed and the waste is determined to be hazardous.

These statuses are based on the amount of hazardous waste generated by a company in any calendar month. Therefore, a company could generate enough hazardous waste to place themselves in the small quantity generator category one month, but the following month generate less hazardous waste to place them in the conditionally exempt small quantity generator category.

3. Can a hazardous waste manifest be used beyond the expiration date?

The Uniform Hazardous Waste Manifests can be used with expiration dates from 1991 through the present. Manifests with an expiration date prior to 1991 cannot be used.

4. What is the proper distribution of manifest copies and does it matter which copy is sent to IDEM?

There are eight copies to an Indiana Uniform Hazardous Waste Manifest. At the bottom of each copy, there is a copy number listed as well as where that copy should be distributed. Also, on the back of the manifest there are instructions for proper distribution of the manifest copies.

- Copy 1 - Treatment, storage, disposal (TSD) facility mail to TSD state
- Copy 2 - Generator mail to generator state
- Copy 3 - Out-of-State generator/TSD mail to IDEM
- Copy 4 - TSD mail to generator
- Copy 5 - TSD copy
- Copy 6 - Transporter 2 copy
- Copy 7 - Transporter 1 copy
- Copy 8 - Generator copy

It is very important that the correct copy of the manifest be mailed to IDEM. If IDEM receives an incorrect copy from a company, that copy of the manifest will be returned to the company along with a form letter indicating that the wrong copy was submitted to IDEM. If the use of a photocopy of the manifest is necessary, the photocopy should be clearly marked indicating that it is a "corrected copy" or "replacement copy." See page 13 for more information on distribution of manifest and page 13a for the distribution of the returning manifest from a rejected load.

5. Can a photocopy of the manifest be used if the original manifest is lost or damaged or when the TSD state does not provide a copy of the manifest to mail to IDEM?

A photocopy of a manifest can be used if the original is lost or damaged. The photocopy must be legible and the correct copy number must be placed at the bottom of the page as with corrected copies. A cover letter must accompany the manifest explaining why a photocopy was submitted in place of the original.

When the TSD state does not provide enough copies of the manifest for a company to submit an original copy to IDEM, a photocopy of the manifest along with a cover letter should be submitted.

6. How are corrections to be made to the manifest?

The manner in which a correction is made depends upon whether the error was identified before or after the distribution of the copies.

If a correction is required to be made to the manifest before copies have been distributed, the incorrect information should be marked out with a single line and the individual who is marking the correction should then initial and date the mark out. The correct information should then be written in the appropriate space. The copies can then be distributed as usual.

If a correction needs to be made after the copies have been properly distributed, a legible photocopy of the manifest should be made. Mark out the incorrect information and then write in the correct information. Highlight the corrected information that has been added to the manifest. At the bottom of the page write the correct copy number (either 1, 2, or 3) of the manifest that was originally submitted to IDEM and submit the corrected photocopy to IDEM. Or a letter can be submitted that explains the error and how the correction should be made. See page 15 for more information on corrected copies.

Example: A generator in the State of Indiana would submit copy 2 to IDEM. A corrected copy of the manifest should denote copy 2 at the bottom of the manifest.

7. Which state's manifest should be used for waste shipments outside the State of Indiana and should a copy of an out-of-state manifest be submitted to IDEM?

When making waste shipments outside the State of Indiana if the state receiving the waste has their own manifest, that designated TSD state's manifest should be used for the waste shipment. If the designated TSD state that will be receiving the shipment does not have their own manifest, an Indiana Uniform Hazardous Waste Manifest must be used.

IDEM must receive a copy of both in-state and out-of-state manifests. If a copy of the manifest has been provided by the TSD state to submit to IDEM, then that copy should be submitted to the State of Indiana. If a copy is not provided by the TSD state, to be sent to IDEM, a photocopy of the manifest should be made and the photocopy along with a cover letter should then be submitted to IDEM. See page 15 for more information on out-of-state shipments.

8. Can the discrepancy space (item 19) be used for additional information besides type or quantity discrepancies?

The discrepancy space is to be used by the TSD facility to note any discrepancy between the waste shipped and the waste actually received. If other notations are deemed necessary by the generator, transporter, or TSD facility, they should be placed in item 15, "Special Handling Instructions and Additional Information". See page 14 for more information on discrepancies.

9. If one transporter company has two drivers, is it necessary for the second driver to sign the manifest?

If one transporter company is using two drivers it is not necessary for both drivers to sign the manifest. Only the first driver should sign the manifest. See page 11 for more information on transporters' signatures.

10. Can a hazardous waste manifest be used to ship non-hazardous waste?

A hazardous waste manifest can be used to ship non-hazardous waste if both hazardous and non-hazardous wastes are to be shipped on the same manifest. The hazardous waste should be listed first followed by the non-hazardous waste.

11. Are manifests available on continuous feed computer paper?

Yes. We are starting to supply only continuous feed (pin feed) manifests.

12. If the generator signed in the wrong space on the manifest, how is this corrected?

If the generator signed on the wrong line of the manifest and the error is discovered before the copies have been distributed, the generator must mark out with a single line the incorrect signature, initial and date it, and then re-sign the manifest on line item 16.

If the signature is discovered after the distribution of the manifest copies, a corrected copy needs to be submitted to IDEM. This is done by making a photocopy of the original manifest, marking out the incorrect signature, initialing and dating the mark out, and re-signing the manifest on line item 16. The signature on line item 16 should then be highlighted and the correct copy number written at the bottom of the photocopy. See page 15 for more information on corrected copies.

13. If an Indiana Uniform Hazardous Waste Manifest was not used and should have been, how is this handled?

If an Indiana Uniform Hazardous Waste Manifest was not used, the receiving TSD facility should contact the generator and make arrangements to have the information transferred to an Indiana manifest. Copies should be distributed accordingly with a cover letter explaining what happened and naming the person who was contacted to transfer the information.

14. What should be done if the confirmation copy has not been received from the TSD facility?

If a large quantity generator has not received the confirmation copy from the TSD facility within 35 days of the date the waste was accepted by the initial transporter, the generator must contact the

transporter or TSD facility to determine the status of the waste. If after 45 days from the initial transporter's date the confirmation copy has still not been received by the generator, an exception report must be sent to IDEM with the following information:

1. A legible copy of the manifest for which the generator hasn't received a confirmation copy.
2. A cover letter explaining what efforts the generator has taken to locate the hazardous waste and the results of those efforts.

A small quantity generator who hasn't received a confirmation copy from the TSD facility within 60 days of the date the waste was accepted by the original transporter must submit a legible copy of the manifest to IDEM along with a cover letter explaining that the confirmation copy has not been received from the TSD facility. See page 16 for more information on exception reports.

15. If the TSD facility notes a significant change in the quantity of waste on a manifest shipment that the generator doesn't agree with, how is this handled?

The generator should submit a cover letter explaining the situation along with a copy of the manifest to IDEM.

The TSD facility should submit a discrepancy report to IDEM. See page 14 for more information on discrepancy reports.

16. Which handling code should be entered in item K?

The handling code that most closely represents the method used by the designated TSD facility to treat, store, dispose or recover each hazardous waste listed on the manifest should be entered in item K. If multiple methods are used for a single waste the handling code that reflects the ultimate disposition of the waste should be used (see pages 10 and 36).

17. Which waste code should be entered in item I?

The most descriptive waste code should be listed in item I with any additional waste codes (up to four (4)) being listed in item J. If more than four (4) waste codes describe the waste, enter the word "multi-coded" in item J for that waste. If a non-hazardous waste is being shipped on the manifest, place the word "NONE" in item I (see page 10).

18. If manifest information required by the TSD facility state conflicts with information required by the generator state, which states' instructions should be followed?

If the TSD facility state requires different or additional information than that required by the generator state, the TSD facility state's requirements should be followed.

19. If the generator neglected to sign the manifest, how is this handled?

If the generator did not sign the manifest, then the TSD facility should submit a copy of the manifest as well as a cover letter explaining the situation to IDEM.

20. Where are listings of handling codes and waste codes located?

A listing of the handling codes can be found in the Indiana Regulations 329 IAC 3.1-7-12, Federal Regulations 40 CFR 264 appendix I table 2, and on page 36 of this manual. A listing of the waste codes can be found in the Federal Regulations 40 CFR 261.

21. Are conditionally exempt small quantity generators required to use a hazardous waste manifest?

No, conditionally exempt small quantity generators are not required to use a hazardous waste manifest (see pages 4 and 29).

22. Where can hazardous waste manifests be purchased?

Manifests may be ordered by sending a completed order form and a cashiers check, money order, or company check to:

Indiana Department of Environmental Management
Cashier's Office
P.O. Box 7060
Indianapolis, IN 46206-7060
(317) 232-7959

Indiana Code, IC 13-22-12-4 (formerly IC 13-7-16.1-3 subsection (i)), requires that a fee of eight dollars (\$8) be charged for each hazardous waste manifest and each continuation sheet.

A manifest order form has been provided at the end of this manual. See page 4 on how to obtain additional manifest order forms.

23. When is it necessary to use a continuation sheet?

It is necessary to use a continuation sheet if more than four lines of waste are being shipped on a manifest or if more than two transporters are being used to transport the waste (see page 15).

When a continuation sheet is used, the continuation sheet must be submitted to IDEM the same time the manifest is submitted.

24. Can the original manifest be used if the waste shipment is sent to an alternate TSD facility?

Yes, the original manifest can be used if the waste shipment is sent to an alternate TSD facility. The manifest will need to be corrected to reflect that the alternate TSD facility was used. The original TSD facility must mark out with a single line the information in item 10 and write in "see item 15" upon receiving the manifest. Additionally, the original TSD facility should write in item 15 the complete alternate TSD facility information. See page 18 for use of an alternate TSD facility.

The generator of the waste shipment should have already submitted an original copy of the manifest to IDEM. Therefore, a corrected copy of the manifest reflecting the change of TSD facilities must be submitted to IDEM by the generator.

25. Waste listed as non-hazardous and shipped on a bill of lading was determined to be hazardous when arriving at the TSD facility. How should this be handled?

The TSD facility must submit an unmanifested waste report to IDEM (see page 17).

26. How are fully and partially rejected loads of hazardous waste to be handled?

If the manifest has not been signed by the TSD facility, the entire load only can be rejected to either the generator or an alternate TSD facility. See page 18 for use of an alternate TSD facility.

If the manifest has been signed by the TSD facility, either the entire or partial load may be rejected. In order to reject the waste, the generator must complete a new manifest for the rejected waste according to the directions on page 19, Rejected Loads.

27. How long do I keep my manifests?

The generator must keep copy 4 of the manifest on file for 3 years. If copy 4 is not available, keep copy 8. The Transporter must keep copy 6 or 7 and the TSD facility must keep copy 5 of the manifest on file for 3 years.

INDIANA HAZARDOUS WASTE MANIFEST ORDER

IC 13-22-12-4 requires that a fee of eight (\$8) dollars be charged for each hazardous waste manifest and eight (\$8) dollars for each continuation sheet. Remittance only accepted by cashier check, money order, or company check for the exact amount of manifests ordered. Checks should be made payable to the *Indiana Department of Environmental Management*. If you have any questions, please contact our office at 317/232-7959.

RETURN TO:

CASHIER OFFICE
ATTN: Manifest Section
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
100 N. SENATE AVE
P.O. BOX 7060
INDIANAPOLIS, IN 46206-7060

Continue to mail manifests to:
IDEM/OLQ
100 N. SENATE AVE
P.O. BOX 6015
INDIANAPOLIS, IN 46206-6015
317/232-7959

Please complete all information below to expedite your order. Any blank information may cause a delay in your order. **ALLOW TEN (10) WORKING DAYS FOR PROCESSING.** Return to the address listed above.

SHIPPING ADDRESS: (no P.O. Box numbers)

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

EPA ID NUMBER _____

COMPANY STATUS (circle one) Generator, Transporter, TSD, Gen/Trans, TSD/Trans, Gen/Trans/TSD,
Small Qty Gen, Clean-up Contractor, Broker

CONTACT PERSON / TITLE _____

PHONE NUMBER (____) _____ -- _____ Ext. _____

NUMBER OF MANIFESTS ORDERED _____

NUMBER OF CONTINUATION SHEETS ORDERED _____

OFFICE USE ONLY

Date received _____ DEM Receipt No. _____ Amount _____

Filled by _____ Date Mailed _____

Manifest Sequence Numbers _____ to _____

Continuation Sheets _____

Delivery Method U.S. Mail _____ UPS _____ Overnight _____ (UPS or FedEx) Pick up _____

Account #2830-412100-100800

January 22, 1997